

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Associate Property Agent (\$4255-\$5172)**
Assistant Property Agent (\$3538/\$4300) and Junior Property Agent (\$2724/\$3156)
will also be considered.
Permanent, Full Time

Location: Department of Veterans Affairs
Farm and Home Division-Riverside District Office
1770 Iowa Avenue, Suite 260
Riverside, CA 92507

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: (Duties will be commensurate upon level of hire)
Under the direction and supervision of the District Office Manager (Senior Property Agent), the Associate Property Agent will perform the following duties:

- Must have knowledge of: Principles, methods and techniques of real estate appraisal; methods of construction and estimation of the costs of improvements to real property; provisions of the Military and Veterans Code; legal procedures and documents involved in real estate transactions, real property law and common methods of describing real property.
- Must have the ability to: Gather, assemble and analyze data, perform mathematical computations; gain and maintain confidence and cooperation; communicate effectively with the public/customers, other Agencies, the Courts and other staff.
- Prepare, review and respond to correspondence. Act as a lead agent. Must maintain a valid California driver's license.
- Use computer systems and programs, (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet for analyzing accounts.
- Provide field contact as needed.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 402
Sacramento, CA 95814

Inquiries:
Voice: (916) 653-1984
TDD: (916) 653-1966

Attn: Juanita Rios, Reference M80 #155 06/07

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: June 5, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-453-5393-802 RELEASED: 5.23.07